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June 8, 2001

Attn: Angel L. Williamson, Reports Analyst  
Reports Analysis Division  
Federal Elections Commission  
999 E Street, NW  
Washington, DC 20463

Identification Number: C00300921  
Reference: Year End Report (11/28/00-12/31/00)

This memorandum is in response to your letter dated May 25, 2001 that was submitted due to concerns prompted by your review of the Year End Report (11/28/00-12/31/00):

**"Best Efforts"**

In response to your concerns regarding our "best efforts" to obtain the full name, mailing address, occupation and name of employer for contributors who exceed the \$200 threshold, the following procedures are performed:

- **Clear and Conspicuous Request**

All solicitations include an accurate and clear statement of the law's requirements for the collection and reporting of the above contributor information.

- **Follow-Up Requests Within 30 Days**

On a monthly basis, a report is generated that list all contributors who have contributed over \$200 at the completion of the month. This report is then reviewed and any contributors identified who did not provide the FEC required information are identified. A written follow-up request is then sent to the contributors who provided the incomplete information. Due to the recent increase in the number of contributors who cause this situation, we are currently exploring options to automate this process because the current process is quite manual. All follow-up requests to contributors of more than \$200 include the following wording:

"To comply with Federal law, we must use best efforts to obtain, maintain, and submit the name, mailing address, occupation, name of employer of individuals whose contributions exceed \$200 per calendar year."

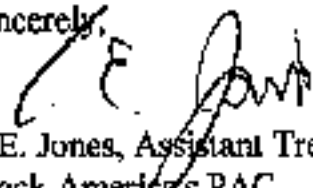
Since we file on a quarterly basis (bi-annually in nonelection years), most of the information obtained from our follow-up requests is reported during the regularly scheduled report as oppose to requiring an alternate reporting mechanism. For information obtained from follow-up requests that are received subsequent to the related reporting date, our procedures are established to report this information in a memo schedule A with the next regularly scheduled report. We are currently refining our "Best Efforts" procedures for the 2001 reporting cycle in conjunction with implementing our electronic reporting process. We believe these procedures are in compliance with the "best efforts" standard.



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If you require any further information, please contact me at (202) 785-9619 or write me at the address shown below.

Sincerely,

  
C.E. Jones, Assistant Treasurer  
Black America's PAC  
2029 P Street, NW Suite 202  
Washington, DC 20036

## Federal Election Commission

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